

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****October 31, 2019**

The City of Brownsville an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to the completion of an **Americans with Disabilities Act (ADA) Self Evaluation and Transition Plan in the City of Brownsville, TDOT PIN: 129462.00, a project funded through Federal funds.** The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for qualification. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Provide field inventory services of the project area
- Plan and lead Public Involvement process in support of the project
- Engineering design and planning services
- Any other services needed to complete the project

Estimated Schedule for Performance of Work

- **Begin NEPA October 2019-Complete NEPA November 2019**
- **Begin Design (Implementation) Phase November 2019-**
- **Complete Design (Implementation) Phase January 2020**

Firms may submit qualifications to **City of Brownsville, 731-772-1212 or via email at sshaw@brownsvillemn.gov : Attn: Shalondria Shaw.** All qualifications must be received by The City of Brownsville on or before **October 31, 2019 at 10:00 a.m.** The qualifications shall indicate the scope of services to be completed by any sub-consultants.

Evaluation

The City of Brownsville will evaluate firms on the following criteria (relative weight):

- a. Past experience in the required disciplines with TDOT and other clients. 20%
- b. Past experience specific to projects following the TDOT Locally Managed Program Process. 20%
- c. Qualification and availability of staff. 20%
- d. Demonstrated ability to meet schedules without compromising sound engineering practice. 20%
- e. Past experience with Transportation Land-Use Master Plans and other TDOT Planning Studies. 20%
- f. Knowledge of the TDOT Locally Managed Program process for federally funded projects. 18.5%

The consultant evaluation committee holds the ability to conduct interviews based on scoring as necessary.

Prequalification procedures, example letter of qualifications, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **The City of Brownsville**. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.